DOCUMENT RESUME

ED 389 345 JC 950 064

TITLE	Highline Community College Outcomes: Student Abilities across the Curriculum and within Departments.
INSTITUTION	Highline Community Coll., Des Moines, WA.
PUB DATE	May 94
NOTE	34p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	College Planning; Community Colleges; *Departments; Interpersonal Competence; *Library Skills; *Minimum Competencies; *Outcomes of Education; School Effectiveness; *Student Development; Student Improvement; *Student Personnel Services; Student Responsibility; Two Year Colleges
IDENTIFIERS	*Highline Community College WA

ABSTRACT

Compiled in 1994 by participating departments and the Student Outcomes Assessment Committee at Washington's Highline Community College, this booklet lists and explains expected student outcomes and abilities across the curriculum and within departments. The first section describes college-wide student outcomes in the following nine areas: thinking actively, taking responsibility, learning independently, working and learning cooperatively, communicating effectively, appreciating diversity, applying specific knowledge and skills, using technology, and solving problems. This section also lists student outcomes related to library instruction, indicating that students will be able to identify information needs, construct information search strategies, identify appropriate information sources, carry out the information search strategy, analyze information critically, and apply information to the original situation. The section then lists expected outcomes from participation in college student services, including human relations skills; knowledge of systems, diversity, and interdependence; critical thinking; and self-appraisal and self-esteem. The second section describes specific student outcomes for the following departments: accounting; air transportation; developmental studies and reading; economics and political science; engineering; foreign languages; general business; humanities and literature; journalism; life, earth, and general science; mathematics; medical assistance; nursing; office occupations; parent education; philosophy; printing; psychology; speech; and writing. (TGI)

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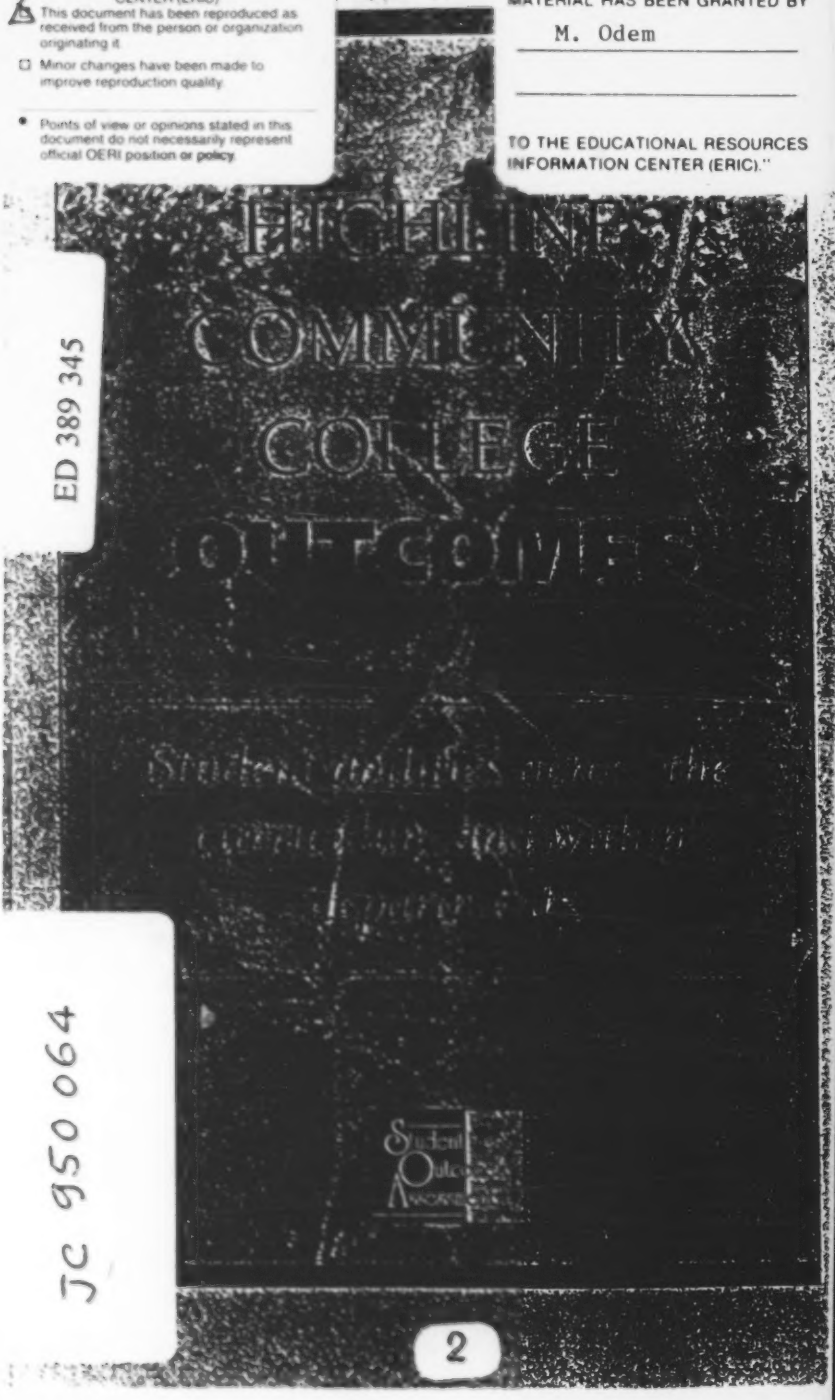

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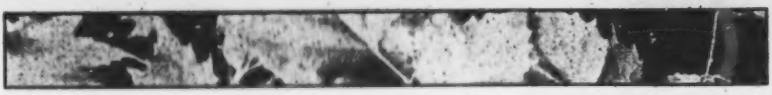

HIGHLINE COMMUNITY COLLEGE OUTCOMES

Student abilities across the curriculum and within departments

- This booklet lists and explains HCC Outcomes — student learning goals (sometimes referred to as abilities). The campus community has arrived at these Outcomes after much discussion within and across Departments. Students who attend HCC and apply themselves to their studies should leave here with these abilities, which they can demonstrate in their personal, career, and public lives.

- The College and Department Outcomes are working drafts, intended to initiate constructive conversation and to change in response to these conversations. The Student Outcomes Assessment Committee will compile changes for future revisions of the booklet.

Compiled by participating HCC Departments and the Student Outcomes Assessment Committee in collaboration with the Faculty Senate, the Instructional Cabinet, and the Highline College Student Union.

Compiled in May 1994

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HIGHLINE COMMUNITY COLLEGE
STUDENT OUTCOMES DISCUSSION DRAFT

Highline Community College students, upon successfully completing their courses of study, will demonstrate abilities in the following areas. In achieving these abilities, students' lives will be improved academically, professionally, and personally.

THINKING ACTIVELY

The ability to identify relevant issues; to organize, analyze, and evaluate information and ideas; to creatively explore possibilities, to objectively consider diverse perspectives, and to arrive at well considered and supported conclusions.

TAKING RESPONSIBILITY

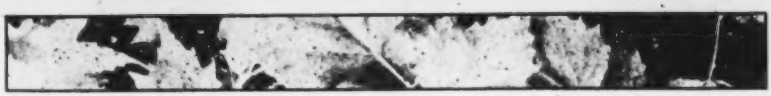
The ability to recognize personal, social, and professional obligations and to use ethical judgment, self discipline, persistence, and initiative to make decisions, to undertake actions, to take responsibility for one's actions, and to be accountable for the consequences.

LEARNING INDEPENDENTLY

The ability to assess one's own strengths and weaknesses, to apply current knowledge to new contexts, and to initiate learning in new areas by recognizing a need for new information or ideas and by seeking, selecting, and evaluating related resources.

WORKING AND LEARNING COOPERATIVELY

The ability to join with others to establish common goals, define and delegate authority and responsibility; share talents, skills, and information; and accomplish tasks with more depth and breadth than independent work might have allowed.



HIGHLINE COMMUNITY COLLEGE
STUDENT OUTCOMES DISCUSSION DRAFT

(continued)

COMMUNICATING EFFECTIVELY

The ability to read, write, speak, listen, and use visual and other nonverbal means of communication with concentration clarity, and purpose. Also the ability to recognize and consider the perspectives, needs, and contributions of others in all of these interactions.

APPRECIATING DIVERSITY

The ability to demonstrate understanding of the role of cultural influences and values, one's own and others; to recognize common ground; and to acknowledge validity and relevance in varied perspectives and ways of living.

APPLYING SPECIFIC KNOWLEDGE AND SKILLS

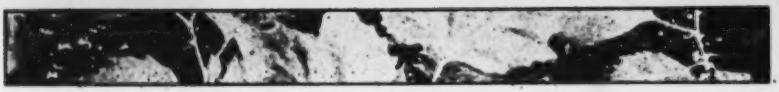
The ability to determine when the theories and techniques of a discipline, occupation, or area of skill apply to the demands of various contexts beyond the college classroom and to use this knowledge and/or skill effectively.

USING TECHNOLOGY

The ability to use current technology related to one's area of application, showing awareness of possible uses and misuses, knowledge of safety and ethical considerations, and knowledge of resources for maintaining up-to-date information.

SOLVING PROBLEMS

The ability to identify, define, and evaluate the significance of problems, to creatively explore options, and to work both independently and collaboratively to reach realistic solutions. Also, the ability to expect, accept, and adjust to change in a positive and productive manner.



LIBRARY STUDENT OUTCOMES

After successfully completing the three core library workshops and using the library to work on library-specific assignments for at least three quarters, students will demonstrate Information Competency skills. Specifically, they will be able to:

- Recognize, identify, and define an information need.
- Construct a search strategy relevant to the information need.
- Identify appropriate sources of information related to the information need.
- Carry out the information search strategy.
- Analyze information critically.
- Apply information to the original situation, need, or query.

STUDENT SERVICES OUTCOMES

After direct participation in Student Services, students will be able to demonstrate the following abilities:

- Human Relations Skills
  - — Ability to work effectively in groups
  - — Ability to perform within a bureaucratic system
  - — Ability to use leadership skills (having and selling a vision; recognizing, valuing, and seeking differences within a group; etc.) and evaluate personal strengths and weaknesses as a leader
- Knowledge of Systems, Diversity, Interdependence
  - — Ability to employ cross-cultural perspectives
  - — Ability to understand gender and cultural differences and to adapt easily to multicultural settings
  - — Ability to access/create systems for support and goal attainment
- Critical Thinking
  - — Ability to accurately define problems and relationships
  - — Ability to use a problem-solving process for decision making
  - — Ability to learn from experiences: successes and mistakes
  - — Ability to be creative: to use the imagination and a foundation of knowledge to generate new ideas and extend beyond personal boundaries
- Self Appraisal/Self Esteem
  - — Ability to identify personal strengths and weaknesses
  - — Ability to manage stress and change
  - — Ability to give/take criticism
  - — Ability to establish a personal identity and enhance self autonomy

HCC DEPARTMENT OUTCOMES

Accounting 9
Air Transportation 10
Developmental Studies / Reading 11
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Foreign Languages 14
General Business 15
Humanities and Literature 16
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Mathematics 19
Medical Assistance 20
Nursing 22
Office Occupations 24
Parent Education 25
Philosophy 26
Printing 27
Psychology 28
Speech 29
Writing 31

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ACCOUNTING DEPARTMENT OUTCOMES

After successful exposure to the Accounting Department, students will be able to:

- Demonstrate awareness of accounting as an information development and communication function that supports economic decision making.
- Show understanding of fundamental performance measurements, elements of financial statements, and accounting controls and ethics.
- Show understanding of the role of accounting in generation of taxes.
- Show understanding and appreciation of the responsibilities of the accounting profession and the business environment in which accountants practice.
- Demonstrate familiarity with various uses of the computer as an essential tool.
- Demonstrate awareness of accounting from the perspectives of the preparer and the user.
- Use analytical and critical thinking skills to confront unstructured problems.

AIR TRANSPORTATION DEPARTMENT OUTCOMES

After successfully completing Transportation 100, 115, and 125 or 130, or the Certificate or AAS Degree, students will be able to:

- Demonstrate strong interpersonal skills.
- Think critically.
- Show motivation to excel.
- Provide leadership when appropriate.
- Solve problems.
- Demonstrate a teamwork approach in the work environment.

DEVELOPMENTAL STUDIES / READING OUTCOMES

After successfully completing coursework to achieve individual learning goals, students will be able to:

- Understand, speak, read, write, and study in the English language.
- Meet the learning objectives as stated in each course syllabus.
- Examine and understand their roles and responsibilities in the learning process.
- Critically examine their assumptions about school and learning. They will understand themselves as learners, recognizing their own strengths and weaknesses.
- Recognize themselves as part of a community of learners and make positive contributions to that community.

ECONOMICS AND POLITICAL SCIENCE DEPARTMENT OUTCOMES

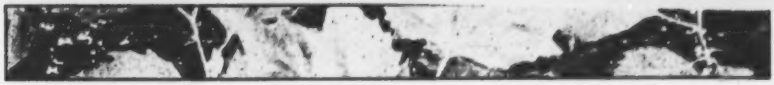
Upon successfully completing at least one economics and/or political science class, the members of the department expect that students will be able to:

- Recall and apply the definitions and terminology of the discipline.
- Show that they are able to interpret material from texts and classroom presentations to solve problems.
- Use the appropriate analytic tools to discover the implications of decisions.
- Apply skills gained in the economics or political science class to the analysis and evaluation of current events.
- Use the skills gained in the class experience to contribute to the methodological solution of problems.
- Identify political/economic issues, look at evidence, evaluate it, and draw meaningful conclusions.

ENGINEERING DEPARTMENT OUTCOMES

After successful exposure to the CAD, MET, or Engineering transfer program or enough coursework to secure employment in an engineering-related job or transfer to a four-year program, students will be able to:

- Human Relations Skills
  - — Cooperate in a professional and ethical manner in group problem-solving efforts through the use of effective communication and sound technical skills.
- Communication Skills
  - — Communicate information accurately and concisely using current technology in writing, speaking, and graphics.
- Problem Solving Skills
  - — Identify problems, examine alternative solutions, and apply appropriate analytical methods to develop optimal solutions.



FOREIGN LANGUAGE DEPARTMENT OUTCOMES

(French, German, Japanese, Russian, Spanish)

After successfully completing foreign language studies (101-203), students will achieve the primary goals of listening, speaking, reading, writing, and culture. Specifically, students will be able to:

- Communicate effectively and appropriately in a wide range of situations for a variety of purposes in a language other than their own.
- Continue growth and specialization in the language studied and in additional languages.
- Demonstrate awareness of the importance of effective communication in an increasingly global society.
- Meet basic through intermediate level writing/recording needs.
- Demonstrate knowledge of the culture of those who speak the language studied and the effect of this culture on the world.
- Show an appreciation of the contributions to society of other languages and cultures.

GENERAL BUSINESS DEPARTMENT OUTCOMES

After successfully completing an AAS in General Business and/or one or more specialties (i.e., marketing and selling, entrepreneurship, etc.), students will be able to:

- Communicate effectively both orally and in writing.
- Demonstrate interpersonal skills and a teamwork approach to problem solving.
- Think in a creative manner and become a problem solver.
- Analyze and interpret information and concepts.
- Demonstrate awareness of the global nature of our world economy of the 1990's.
- Demonstrate understanding of the context within which daily business actions occur.

HUMANITIES AND LITERATURE DEPARTMENT OUTCOMES

Upon successfully completing a course in literature or humanities, students will be able to:

- Identify elements of literary or artistic works.
- Interpret literary or artistic works.
- Critically analyze and appreciate works in literary and visual arts.
- Recognize the range and variety of literary and artistic forms.
- Demonstrate understanding of how the historic-social-economic-religious context affects the work produced in that context.
- Demonstrate understanding of how our own historic-social-economic-religious context can affect our appreciation and understanding of a work out of another context.
- Demonstrate understanding of how traditions influence our present-day views and works.
- Identify and show understanding of the meanings of cultural images and figures.
- Identify and show understanding of symbolism.
- Demonstrate understanding of what is universal in the human condition.
- Respond meaningfully to literary and artistic works in discussion and in writing.

JOURNALISM DEPARTMENT OUTCOMES

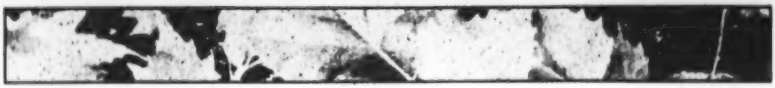
Upon successfully completing three courses in the Journalism Department, students will be able to:

- Identify how mass media affects popular beliefs.
- Analyze, criticize, and evaluate the role of media in American culture.
- Identify what role they can take in influencing mass media.
- Explore the legal and ethical aspects of mass media.
- Edit their own and other students' work.
- Gather information from people and documentary sources.
- Recognize and write in a journalistic style.
- Organize a story.
- Complete assignments in a timely manner.
- Complete assignments in an accurate manner.
- Work well with others to complete projects.

LIFE, EARTH, AND GENERAL SCIENCE DEPARTMENT OUTCOMES

After successful exposure to the Life, Earth, and General Science Department, students will be able to:

- Demonstrate understanding of the scientific method by distinguishing between a hypothesis, a theory, and a principle and by using critical thinking skills to analyze and synthesize data to arrive at logical conclusions.
- Evaluate information and judge the scientific validity of that information.
- Demonstrate understanding of how knowledge is attained (epistemology) and analyze and evaluate bodies of evidence, including laboratory data, to come to reasonable conclusions.
- Demonstrate understanding of the broad foundation concept of evolution and explain this concept using empirical evidence from the discipline studied.
- Explain the defining principles of biology, geology, physics, etc. and recognize their interdependencies in order to solve the complex problems of the natural world.
- Show understanding of basic life and earth functions and current issues as they relate to these functions.
- Solve problems both independently and in groups.
- Demonstrate understanding of and ability to use the basic tools of science, including modern laboratory equipment, techniques, and vocabulary.



MATHEMATICS DEPARTMENT OUTCOMES

Upon successfully completing at least one mathematics course above 100, students will be able to:

- Recognize the value of mathematics from having been exposed to its influence on our society and of the relationship between mathematics and other disciplines.
- Communicate and reason mathematically.
- Demonstrate understanding of the process of logical thinking.
- Use the language and concepts of mathematics effectively in written and oral communication.

MEDICAL ASSISTANT PROGRAM OUTCOMES

After successfully completing a one- or two-year program in Medical Assisting, students will be able to:

- Identify and describe the role of a medical employee in relationship to many allied health occupations and discuss various employment opportunities available in the profession.
- Solve mathematical calculations by touch fingering, using the 10-key calculator.
- Demonstrate fundamental understanding of the structure and function of the human body and the disease processes affecting it, using appropriate medical terminology.
- Explain medical terms and correctly spell, pronounce, and use them in the preparation of medical transcription documents.
- Prepare mailable medical documents with proper format using the WordPerfect program and transcribing equipment.
- Discuss the use of computers in medical practice.
- Demonstrate correct oral and written communication skills and listen effectively.
- Show understanding of the rationale for scheduling appointments, managing medical records, discussing professional fees and credit arrangements, and using accounting and banking procedures.
- Spell, pronounce, and show understanding of pharmacodynamics.
- Demonstrate fundamental understanding of various insurance plans and complete appropriate forms related to claims processing for the State of Washington.

MEDICAL ASSISTANT PROGRAM OUTCOMES

(continued)

- Communicate therapeutically with clients in the medical setting.
- Demonstrate appropriate basic first aid and CPR skills.
- Demonstrate correct procedure for performing laboratory tests.
- Demonstrate correct protocol and technique for clinical procedures performed in the medical office setting.
- Demonstrate understanding of the principles of law, medical ethics, and bioethics pertinent to the ambulatory care setting.
- Demonstrate fundamental understanding of the history, epidemiology, health care impact, psycho social impact and progression of HIV, ARC, and AIDS.
- Prepare an employment portfolio including a letter of introduction, resume, application form, references, and thank you letter.
- Participate in a job interview.
- Develop a comprehensive and realistic understanding of the responsibilities of medical assisting by completing the externship experience.

NURSING PROGRAM OUTCOMES

In this program, much emphasis is placed on instilling a sense of ethical judgment and awareness of legal issues. The faculty believe that graduates of this program will act in accordance with the ethical and legal standards of the nursing profession. After successfully completing the Nursing Program, students will demonstrate the following abilities:

- ***Upholder of Professional Standards:*** The graduate adheres to fundamental standards of safety and professional behavior.

  The Graduate:

  — Maintains a safe environment for the client.
  — Functions within the program-defined scope of practice and within own parameters of knowledge/abilities.
  — Adheres to ethical/legal nursing standards.

- ***Member of the Profession:*** The graduate assumes roles, responsibilities and attitudes that are essential to the nursing profession.

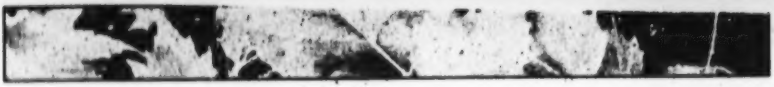
  The Graduate:

  — Demonstrates professional appearance/demeanor.
  — Demonstrates professional attitudes/behavior.
  — Assumes responsibility for own learning process.
  — Demonstrates critical decision-making ability.
  — Completes required preparation for clinical.

- ***Provider of Care:*** The graduate provides appropriate nursing care to the client utilizing the Nursing Process and standard nursing behaviors.

  The Graduate:

  — Accurately assesses the client.



NURSING PROGRAM OUTCOMES

The Graduate: ***(Provider of Care - continued)***

- Creates an appropriate plan of nursing care.
- Properly implements the plan of nursing care.
- Thoroughly evaluates outcomes of nursing care.
- Applies knowledge of pathophysiology, medications, and treatments in client care.
- Acquires psychomotor nursing skills.
- Incorporates nutrition concepts in client care.
- Incorporates development concepts in client care.
- Incorporates cultural factors in client care.
- Functions effectively as a client educator.

- ***Coordinator of Care:*** The graduate effectively coordinates aspects of the environment, activities, individuals, and resources related to the provision of care to the client.

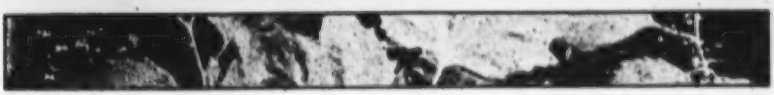
  The Graduate:

  - Creates/maintains a physically, emotionally, and cognitively supportive environment.
  - Utilizes effective organization skills.
  - Provides correct verbal reports/written records.
  - Works collaboratively with others.

- ***Communicator:*** The graduate establishes effective relationships with clients, peers, and health care team members.

  The Graduate:

  - Demonstrates accurate/ongoing self-awareness.
  - Relates to the client in a therapeutic manner.
  - Communicates effectively with the client.
  - Communicates effectively with peers.
  - Communicates effectively with members of the health care team.



OFFICE OCCUPATIONS DEPARTMENT OUTCOMES

After successfully completing a minimum of 45 credits (in the certificate or degree program), students will be able to work effectively in an office environment. Specifically, students will be able to:

- Demonstrate professional skills and behavior.
- Write, speak, read, and listen effectively.
- Demonstrate interpersonal skills.
- Operate business equipment—e.g., business machines, electronic typewriters, transcribers, computers, and software.
- Take the initiative in identifying and solving problems with a commitment to quality.

PARENT EDUCATION DEPARTMENT OUTCOMES

After successfully completing three classes in Parent Education, students will be able to:

- State appropriate expectations for children at this age level after the process of participation, observation, comparison, and analysis (i.e., appropriate physical, social-emotional, and cognitive expectations).
- Demonstrate understanding of age-appropriate activities through interactions with young children.
- Practice and assess various methods in child guidance.
- Recognize and express their personal values related to child rearing practices.
- Demonstrate the ability to communicate with their child, appropriate to the child's developmental level and capacity for understanding.
- Demonstrate the significance of active and effective participation in the laboratory setting.
- Express confidence and display competence in their role as parent.
- Recognize a parent's role in providing for the physical needs of family members (health, nutrition, safety, first aid)
- Recognize and discuss the role of parenting in an ever-changing and diverse world, including, but not limited to, concerns of child abuse, sexual assault, divorce, violence, stress, and poverty.
- Participate in the exchange of support and information concerning family life.
- Demonstrate effective participation in group organization and leadership.

PHILOSOPHY DEPARTMENT OUTCOMES

After successfully completing classes in the Philosophy Department, students will be able to:

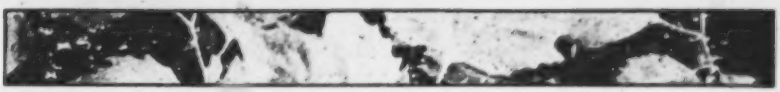
- Demonstrate understanding and appreciation of the nature of philosophy and the process(es) of philosophizing.
- Think and express their ideas with clarity, conciseness, and precision.
- Write philosophical essays.
- Recognize, construct, and critically evaluate arguments of various kinds: inferring unstated assumptions, recognizing fallacies of thinking, employing a critical and skeptical attitude towards what they read and hear, using the basic skills of logical analysis.
- Demonstrate higher-order thinking skills: think more objectively, more critically, more creatively and more comprehensively, moving beyond the lower cognitive levels of knowledge and understanding of philosophical concepts and ideas to the higher levels of application, analysis, evaluation, and synthesis.
- Challenge "Sacred Cows": question the unquestionable, think the unthinkable, identify and critically examine the underlying assumptions of their own lives and the society in which they live.
- Use systematic processes in answering philosophic questions.

PRINTING PROGRAM OUTCOMES

After successfully completing a minimum of Printing 151, 152, and 156, students will be able to:

- Conventionally prepare simple copy for the camera.
- Electronically prepare simple copy for the camera.
- Generate line and halftone negatives.
- Assemble line and halftone negatives.
- Assemble simple multiple color negatives.
- Prepare blueline and color proofs.
- Prepare metal and direct image plates for the press.
- Operate and produce printed material on an integrated printing press.

This sequence of classes provides a hands-on learning experience of the printing process, not professional-level skills.



PSYCHOLOGY DEPARTMENT OUTCOMES

After successfully completing Psychology 100 and at least one of the 200-level courses, students will be able to:

- Analyze the contribution of the following variables to human behavior: cognitive, motivational, physiological, affective, developmental, learning, perceptual, and social.
- Reason dialectically about the contributions and limitations of major psychological theories in generating hypotheses and explaining human behavior.
- Generate questions about human behavior and, using appropriate methods, design ways of answering these questions.
- Apply psychological principles to the growth and development of a healthy personality.
- Act in ways that reflect the tenets of psychology, including appreciation of individual differences and human complexity, tolerance of ambiguity, sensitivity to ethics, and respect for ongoing inquiry.

SPEECH DEPARTMENT OUTCOMES

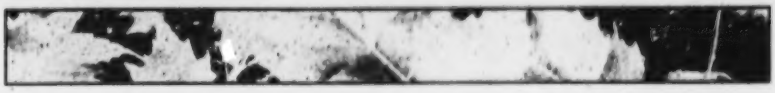
After completing either Speech 100 or 213, students will be able to:

- Demonstrate understanding of the impact communication has on our daily lives by:
  - Identifying and showing appreciation of the complexities of communication,
  - Showing an understanding of important communication theories,
  - Explaining the perceptual process and how it influences communication,
  - Explaining how communication influences self-concept.
- Present an effective public presentation by:
  - Analyzing the target audience,
  - Choosing and researching a topic,
  - Employing organization skills,
  - Using nonverbal skills to add emphasis and interest,
  - Creating and presenting visual aids,
  - Maintaining ethical standards.
- Employ effective persuasive communication techniques in the various speech communication situations, public, interpersonal, and small group by:
  - Thinking critically,
  - Demonstrating awareness of the difference between fact and opinion,
  - Avoiding logical fallacies,
  - Using reason and evidence to reach well-founded conclusions,
  - Using key persuasive theories knowledgeably.

SPEECH DEPARTMENT OUTCOMES

(continued)

- Identify and demonstrate proficiency in the use of skills necessary for competent interpersonal communication by:
  - Listening empathetically, discriminatively, and critically,
  - Paraphrasing for clarity,
  - Managing conflict productively,
  - Self-disclosing appropriately,
  - Using feedback to modify communication behavior.
- Identify and demonstrate the ability to utilize the factors necessary for effective group decision making by:
  - Demonstrating awareness of the stages groups go through,
  - Taking on leadership and group members responsibilities as appropriate.
  - Employing systematic group problem-solving methods,
  - Demonstrating understanding of the nature of group consensus.
- Clarify and show understanding and appreciation of the importance of diversity in speech communication by:
  - Employing an understanding of how nonverbal communication varies from culture to culture,
  - Showing awareness of the different expectations from communication behavior,
  - Showing appreciation of the various contexts in which communication occurs.

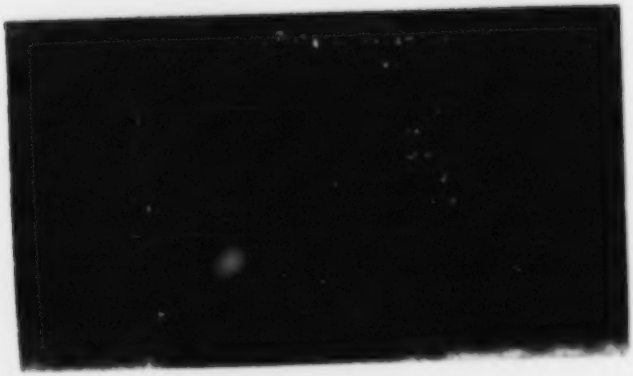


WRITING DEPARTMENT OUTCOMES

After successfully completing Writing 101 and one other college-level writing course, students will think critically and creatively and write effectively. Specifically, students will be able to:

- Understand and use writing as a process: generating ideas, gathering information, drafting, revising, and editing.
- Identify and use resources.
- Analyze and evaluate information and ideas.
- Organize a piece of writing logically.
- Use language, structure, and form appropriate to the writer, audience, subject, occasion, and purposes.
- Write concisely and clearly with sufficient development, unity, coherence, and emphasis.
- Recognize the purpose and value of edited Standard English and use when appropriate.
- Evaluate own and others' writing.

Specific course objectives are listed on Course Adoption Forms and Syllabi.



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